

Keene Memorial Library Board Meeting
Keene Memorial Library
1030 N. Broad St., Fremont NE
3:30 P.M.
October 21, 2019

AGENDA

1. Call to Order/Notice of Meeting
2. Roll Call
3. Dispense with and Approve August 19, 2019 and September 16, 2019 Minutes
4. Unfinished Business
 - a. Library Policy Handbook
 - b. Article 7 of Library City Code
5. Reports
 - a. Director's Report
 - b. Friends of the Library Report
 - c. Expansion Report
6. Webinar Viewing – 1 Hour

Next Meeting November 18, 2019
3:30 p.m. Keene Memorial Library

Agenda posted online at www.fremontne.gov/library and emailed to Library Board members on October 15, 2019. This meeting is preceded by publicized notice in the Fremont Tribune and the agenda is displayed in the Administration Office at Keene Memorial Library, 1030 North Broad Street. A Copy of the Open Meeting Law is posted at the entrances of the meeting rooms. The Library Board reserves the right to go into Executive Session at any time. The Library Board reserves the right to adjust the order of items on this agenda.

August 19, 2019

Board President Larry Jirsak called the meeting to order at 3:30 p.m. in the library board room.

Roll Call

The following members were present: Larry Jirsak, Mandy Ostdiek, Earl Underwood, Tom Adamson and Shari Kment. Board Member Shari Kment came in later at 3:45. Also present was Library Director Walker, and Senior Office Associate Tracy Parr. Tracy will be recording the meeting minutes.

Notice of Meeting and Agenda

The meeting was preceded by publicized notice in the Fremont Tribune and the agenda is posted in the Administration Office at Keene Memorial Library, 1030 North Broad Street and online at www.fremontne.gov/library and distributed. A copy of the open meetings law is posted continually for public inspection and is located near the entrance of the library board room and library auditorium.

Reading of Minutes

Board Member Earl Underwood moved to approve the July 29th minutes as written. Board Member Mandy Ostdiek seconded it. Motion carried, with a 4-0 vote. Ayes: Larry Jirsak, Mandy Ostdiek, Earl Underwood & Tom Adamson and with Shari Kment absent at that time.

Unfinished Business

1. Library Policy Handbook. Director Walker shared that library staff made all of the changes & improvements that the Board suggested. Laura England-Biggs made a tracked changes document & it was emailed to all of the Board Members. Director Walker asked that the Board Members review the edits for a final time so at the September 16th Board meeting we can put the manual to a vote, to recommend approval to the City Council. Due to Tom Adamson being a new Board Member, Director Walker gave an overview of how policies & procedures as well as the Board work together to advise the library.
2. Article 7 of the Library City Code. Director Walker presented the final changes to the City code & explained them. Several Board members made mention of additional errors that needed to be fixed, so Director Walker advised that she would take it back for revision & re-present it at the September 16th Board meeting for motion to recommend approval to city council.

New Business

1. Welcome to new board member Tom Adamson. Tom is a retired professor from Midland University and a local author of Poetry. Larry Jirsak gave a warm welcome to our newest Board Member and everyone present took a moment to introduce themselves.
2. SRP Overview. Statistics were given by Laura England-Biggs about Summer Reading Program participation and completion rates. The numbers were outstanding this year and exceeding expectations by 200%.
3. Digitization Process. Director Walker explained how we have been working on the process of scanning and digitizing all of the documents in the administration filing cabinets with the help of volunteers Ruth Fischer & Denise Kay.
4. NLA Conference. Discussion was held on the number of continuing education credits that had to be completed by December 17, 2019. Tracy Parr advised the Board Members that NLA conference is coming up in La Vista, October 3rd & 4th. She told the board that they can attend to reach the 20 continuing education credits. Board Members Larry Jirsak, Shari Kment, Earl Underwood & Mandy Ostdiek all said they would be able to attend on Friday October 4th. Director Walker informed the Board that Sullivan Law Offices approved them watching webinars following monthly meetings as long as the Board meeting is over & no business or discussions were held. This will be listed on the meeting agendas.

Reports

1. Expansion Report. Director Walker mentioned that the Friends of Keene Memorial Library have hired Paul Strawhecker & Associates to oversee & assist with fundraising. The Board requested that we see if the firm can present any plans they have developed at the next month's meeting. Director Walker will extend the invitation.

With no further business, motion to adjourn was made at 4:20 p.m. with Board Member Mandy Ostdiek making the motion and Board Member Earl Underwood seconding it. Motion carried.

Next meeting will be held at the library in the conference room on September 16th, 2019 at 3:30 pm.

(Signed) by Tina Walker, Library Director

September 16, 2019

Board President Larry Jirsak called the meeting to order at 3:32 p.m. in the library auditorium.

Roll Call

The following members were present: Larry Jirsak, Mandy Ostdiek, Earl Underwood, Tom Adamson and Shari Kment. Also present was Library Director Walker, and Senior Office Associate Tracy Parr. Tracy will be recording the meeting minutes.

Notice of Meeting and Agenda

The meeting was preceded by publicized notice in the Fremont Tribune and the agenda is posted in the Administration Office at Keene Memorial Library, 1030 North Broad Street and online at www.fremontne.gov/library and distributed. A copy of the open meetings law is posted continually for public inspection and is located near the entrance of the library board room and library auditorium.

Motion was made re-organize the agenda's orders of business:

1. First item of re-organization was to move the expansion report to the first item of business. Board Member Earl Underwood made a motion to move the expansion report from the Report section to before unfinished business. Board Member Tom Adamson seconded. Motion carried, with a 5-0 vote. Ayes: Larry Jirsak, Mandy Ostdiek, Earl Underwood & Tom Adamson and Shari Kment.
2. Board Member Tom Adamson made a motion to amend the library policy handbook with but the new Business Temporary Cards rules approved by City Council. Board Member Earl Underwood seconded. Motion carried, with a 5-0 vote. Ayes: Larry Jirsak, Mandy Ostdiek, Earl Underwood & Tom Adamson and Shari Kment.
3. Board Member Earl Underwood made a motion to move the executive session to the last item of business, after 7.b. Board Member Mandy Ostdiek seconded. Motion carried, with a 5-0 vote. Ayes: Larry Jirsak, Mandy Ostdiek, Earl Underwood & Tom Adamson and Shari Kment.

Expansion Report

1. Ryan Strawhecker and Heather Reynolds from Paul Strawhecker & Associates were at the meeting and gave a brief overview of what they are working on in reference to the library expansion. One item they are currently working on is a brochure to be able to give to potential donors on the expansion project. They usually are handed out along with a letter of intent to donate that they can hand back in.

Reading of Minutes

Motion was made by Board Member Tom Adamson to table the reading and approval of the August 19, 2019 minutes due to the minutes not being attached to the agenda, to the October meeting. Board Member Earl Underwood seconded. Motion carried, with a 5-0 vote. Ayes: Larry Jirsak, Mandy Ostdiek, Earl Underwood, Shari Kment & Tom Adamson.

Unfinished Business

1. Library Policy Handbook. Director Walker introduced a completed library policy handbook to the Board, and a vote was taken to recommend the amended policy handbook, adding 6.2.8, to City Council. Board Member Tom Adamson made the motion and Board Member Shari Kment seconded. Motion carried, with a 5-0 vote. Ayes: Larry Jirsak, Shari Kment, Earl Underwood, Mandy Ostdiek & Tom Adamson.
2. Article 7 of the Library City Code. Article 7 of the library city code was discussed and it was recommended to send it to City Council with Board Member Earl Underwood making the motion and Board Member Tom Adamson seconded. Motion carried, with a 5-0 vote. Ayes: Larry Jirsak, Shari Kment, Earl Underwood, Mandy Ostdiek & Tom Adamson.

Reports

1. Directors Report. Director Walker discussed staffing budget approvals and what was not approved for the 2019-20 budget. She updated the Board on computer & lighting issues in the library as well. Director Walker gave an update on the expansion project and discussed donations that have been received and the Friends of the Keene Memorial Library, A Trust's status. She notified the Board that the sale of the house on the corner has not been completed and is waiting on judge approval. She also said A Trust has liquidated funds and are ready to transfer any remaining funds to Friends of the Keene Memorial Library expansion fund. A Trust, technically hasn't disbanded as they are awaiting the sale of the corner house. Director Walker also gave the Board some important dates for upcoming events at the library.
 - 9/18/19 – 9:30a.m. to 11:30a.m. FCC Town hall meeting about communication
 - 9/26/19 – 10:00a.m. to 2:00p.m. Nebraska State Bar Association free legal clinic and VA reps
 - 10/26/19 – 7:00p.m. to 8:30p.m. Haunted Library event. Volunteers are needed
 - 11/14/19 – 7:00p.m. Ceremony with the middle school choir
 - 12/17/19 – 7:00p.m. Santa & Mrs. Claus Story time

Discussion of Continuing Education Credits Webinar

1. Three Board members, Tom Adamson, Shari Kment and Earl Underwood all watched the continuing education webinar that was an hour and twelve minutes long, earning them 1.5 total credit hours. The Board discussed adding a webinar to each agenda in the future to help meet credit hour requirements and the Board will also receive webinars via email.

New Business

1. At 4:40 pm, Board Member Earl Underwood made a motion to move into executive session to discuss personnel issues for the reduction of needless injury to reputation and for the protection of individual employees. Board Member Shari Kment seconded. Board members Jirsak, Kment, Underwood, Adamson, and Ostdiek, along with Director Walker all attended the closed session at the invite of the Chair.

At 5:12p.m. Board Member Earl Underwood moved to come out of executive session. Board Member Shari Kment seconded. Motion Carried, with a 5-0 vote. Ayes: Larry Jirsak, Shari Kment, Earl Underwood, Mandy Ostdiek & Tom Adamson. Board Member Earl Underwood moved to d adjourn the meeting, Board Member Shari Kment seconded. Motion Carried, with a 5-0 vote. Ayes: Larry Jirsak, Shari Kment, Earl Underwood, Mandy Ostdiek & Tom Adamson.

Next meeting will be held at the library on October 21, 2019 at 3:30 pm.

(Signed) by Tina Walker, Library Director

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